



**JOHN MADEJSKI**  
ACADEMY

# John Madejski Academy

# **Information Technology**

# **Policy**

John Madejski Academy is part of the Greenshaw Learning Trust.  
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# **John Madejski Academy Information Technology (IT) Policy**

## **1. Purpose**

This policy outlines the appropriate use of the school's IT resources, including hardware, software, and internet access, to support educational goals, ensure the security of IT systems, and promote responsible and ethical behaviour.

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## **2. Scope**

This policy applies to all students, staff, visitors, and contractors who access the school's IT resources, whether on-site or remotely.

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## **3. Acceptable Use**

Users must:

- Use IT resources for educational and school-related purposes only.
  - Follow all applicable laws, regulations, and school policies.
  - Respect copyright, intellectual property rights, and licensing agreements.
  - Use the internet responsibly and access age-appropriate content.
  - Inform the IT Support Department Immediately of any IT security breaches
  - Ensure secure and ethical communication through email, messaging, and other digital tools.
  - Report any harmful material to SLT as soon as possible
  - Report any Damages to the IT Support Department as soon as they arise
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## **4. Prohibited Activities**

Users must not:

- Access, share, or create offensive, inappropriate, or illegal content.
- Plug in any external media including but not limited to USB Sticks/ Drives, Personal Mobile Devices, MP3 players, Smart watches and headphones
- Attempt to bypass security measures or access unauthorized systems.
- Download, install, or use unauthorized software or applications.
- Engage in cyberbullying, harassment, or any malicious online behaviour.
- Use IT resources for personal financial gain, political campaigns, or unrelated personal activities.
- Use a personal email address on the school's ICT.
- Use the Schools Devices in a malicious way E.G Hacking



- Try and “Fix” any computer hardware without explicit consent from IT
  - Log into Personal accounts on the Schools ICT.
  - Click any links in emails unless the user is sure that the source is known.
  - Share their password with anyone.
  - Login to anyone else’s account.
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## **5. Data Protection and Privacy**

- Users must handle sensitive information responsibly and comply with relevant privacy laws (e.g., GDPR).
  - Students' and staff members' personal data must not be shared without consent.
  - IT systems must not be used to store or distribute unauthorized personal data.
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## **6. Security Measures**

- Passwords must be kept confidential and meet the school's security requirements.
  - Devices must have updated antivirus software and other security tools.
  - IT equipment must not be left unattended or used by unauthorized individuals and locked at any time you are not in constant supervision.
  - Any security breach or suspected compromise must be reported immediately.
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## **7. Internet and Social Media Use**

- Internet access is provided to enhance learning and must be used appropriately.
  - Social media should not be access unless specified by the Head Teacher.
  - Any mention of the school on social platforms must be respectful and align with school values.
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## **8. Mobile Devices and BYOD (Bring Your Own Device)**

- Mobile devices may be used for educational purposes only and if it has been permitted by The IT Support Department and the Head Teacher.
  - Personal devices must meet security requirements before connecting to the school network and must first be vetted by the IT support Department.
  - Unauthorized access or use of personal devices in restricted areas is prohibited.
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## 9. Monitoring and Compliance

- The school reserves the right to monitor IT usage to ensure compliance with this policy.
  - Violations may result in disciplinary action, including restriction of IT privileges, suspension, or legal action.
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## 10. Responsibilities

- **IT Department:** Maintain systems, ensure security, and provide technical support.
  - **Teachers and Staff:** Guide appropriate IT use and report misuse.
  - **Students and Parents:** Adhere to the policy and promote responsible IT behaviour.
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## 11. Review and Updates

This policy will be reviewed annually by the Head Teacher and IT Lead and updated as necessary to reflect changes in technology, regulations, or school needs.

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**Policy Approval Date:** [01/01/25]

**Next Review Date:** [01/01/26]

**Approved by:** [The Head Teacher & IT Lead]

By clicking Yes or Accept on this Policy, you are agreeing to adhere to the above.

## 12. Additional

List of Laws that relate to IT within The John Madejski Academy. This is not an exhaustive list only to help people with their knowledge in IT.

- Communications Act 2003
- Computer Misuse Act 1990
- Copyright, Designs and Patents 1988
- Counter-Terrorism and Security Act
- Data Protection Act 2018
- Digital Economy Act 2010
- Equality Act 2010
- Freedom of Information Act 2000
- Human Rights Act 1998
- Limitation Act 1980
- Malicious Communications Act 1988